

Drug Free Alton Coalition (DFA) By-Laws

Name:

Drug Free Alton Coalition (DFA)

Purpose/Mission:

The Drug Free Alton Coalition is organized for the purpose of bringing community stakeholders together to work collaboratively to reduce the use of alcohol, tobacco, and other drugs (especially among youth) in the target community as defined by the boundaries of Alton School District #11 (Alton and Godfrey).

Goals:

1. Reduce youth substance use
2. Increase community collaboration

Coalition Regular Meetings:

| Third Thursday of each month

Executive Committee Meetings:

| First Thursday of each month

Executive Committee Tasks:

1. Coalition Development
 - a. Lead Coalition
 - b. Establish and define roles with members and staff
 - c. Establish task forces and sub-committees (General rule: divide active membership by 4 to find number of sub-committees that can be supported)
 - d. Ongoing member and partner recruitment and ensure 12 sectors (Youth; Parents; Law Enforcement; Schools; Businesses; Media; Youth-Serving Organizations; Religions & Fraternal Organizations; Civic & Volunteer Groups; Healthcare Professionals; State, Local, and Tribal Agencies with Expertise in Substance Abuse; and, Other Organizations Involved in Reducing Substance Abuse) are represented and MOUs are up-to-date
 - e. Plan for sustainability
2. Professional Development
 - a. Watch for available trainings and make coalition and/or community members (whenever relevant) aware of opportunities
 - b. Arrange for trainings, as needed, that will promote the agenda of the coalition
3. Budget Management
 - a. Develop budget design and approved expenditures

- b. Summary of budget is made available to coalition members quarterly or upon request

Drug Free Alton Definitions:

Member in Good Standing:

Defined as, a person who has attended 2 consecutive DFA coalition meetings and completed and returned the Coalition Member Contact Sheet. Members should remain on the email contact list to receive DFA meeting minutes, as well as other pertinent correspondences. Members are strongly encouraged to attend and/or volunteer for community events, or other activities that move the work of the coalition forward toward meeting its objectives. Members can be nominated or self-appoint to fill and officer position and/or act as a Committee Chairperson, therefore making them eligible to be an Executive Board Member. Members in good standing as defined above can vote in the coalition meeting on all non-financial matters and approval of meeting minutes. The Drug Free Alton Coalition consists of representatives from each of the 12 community sectors defined as: youth, parents, business, law enforcement, school, faith-based, civic organization, and youth serving organization, health care professionals, government, and organizations with substance abuse expertise, media, and other.

Executive Committee:

Governing group, who has financial voting privileges, is open to all active coalition members who meet one or more of the following criteria: paid staff, officers, sub-committee chairpersons, or members who have a particular skill/service necessary to perform Executive Committee tasks.

Community Partners:

Community members and other community collaborations/organizations that either volunteer to participate at a DFA related event, partner to plan a particular project of interest, or receive correspondence, updates, and reminders from Drug Free Alton Coalition. Communication with the group generally occurs via e-mail, DFA website, social media outlets, or phone.

Sub-Committees:

- Membership
- Rock Spring 2020 (RS2020)
- Education
- Finance
- Communication
- Policy
- Faith-based
- Youth

Officers:

Officers consist of the following:

- Chairperson
- Vice Chairperson
- Immediate Past Chair

- Secretary

Refer to job descriptions for duties and commitments.

Job Descriptions approved and on file:

- Coalition Member
- Executive Committee Member
- Sub-Committee Chairperson
- Chairperson
- Vice Chairperson
- Immediate Past Chair (maintenance)
- Secretary

Election of Officers Annually:

Officers can serve concurrent terms as long as it is reflected by coalition vote, however, the Executive Board will call distribute officer job descriptions (January meeting) and Members in Good Standing will have an opportunity to nominate themselves or another member for consideration for an officer position annually at the February meeting. The Executive Board will review nominations at the March Executive Board meeting, with a vote occurring at the March full coalition meeting. Officers will begin their duties in April.

Should unexpected officer vacancies arise, the Executive Board shall have the right to request nominations to fill the vacant officer(s) position(s) and subsequently hold a vote at the following coalition meeting to fill the positions in a timely manner.

Coalition Vote:

Binding vote is defined as a simple majority by those who are defined as Members in Good Standing and who are present at meeting where vote is taken.

Fiscal Decisions:

Purchases made with any grant funds must be consistent with the allowable expenses outlined in the grantee handbook and the 12 month action plan. All expenses must have supporting documentation on file, such as receipts. New proposed but unrelated expenditures can be fit into the following year's action plan and budgeted for environmental strategies based upon data-based needs found in the community.

All funds raised by DFA shall be placed in an account designated by the Executive Board. All funds, including cash shall be deposited through the designated account. Any check written from the DFA account must have supporting documentation such as receipts when requesting reimbursement. Failure to supply this documentation may result in denial of reimbursement.

All checks written from the DFA account must be signed by the Secretary/Treasurer and a designated Executive Board Member. That member must be a designated signer on the bank account. The Executive Board will make decisions regarding expenditures related

to the funds raised and are required to stay within allocated budgeted line items. If additional funds are necessary, prior Executive Board approval is required.

An amount of money will be left in the treasury at the end of each year to cover any unpaid bills and obligations plus a reserve amount of at least \$100 to begin the next fiscal year.

Dissolution: Upon dissolution of the DFA coalition, any funds in the treasury shall be donated to an organization(s) doing substance abuse prevention and/or treatment work in the area served by the DFA coalition. The organization(s) are to be selected by a 2/3 majority vote of the Executive Board.

Amendments:

The Executive Committee has the power to amend or repeal the by-laws of the Drug Free Alton Coalition by a majority vote.

Conflict of Interest:

Conflict of interest is defined as a situation in which a person has a private or personal interest or view point in conflict with the mission and objectives of DFA. Any person with a conflict of interest shall divulge such conflict to the Executive Committee and abstain from Executive Committee membership and voting.

Property of Drug Free Alton:

All property and equipment purchased between the dates of October, 2010 and September, 2015 with the Drug Free Communities funding is the property of the grant recipient, the City of Alton, and shall be returned to the City of Alton after use by any office, consultant, employee, sub-contractor, or other such entity hired, employed or otherwise contracted by the City of Alton to render services for the Drug Free Alton Coalition, unless otherwise agreed to in writing by the City of Alton. All property and equipment purchased used funding provided by the Illinois Department of Human Services SAPP funding from July 2012 through the completion of that grant is the property of Chestnut Health Systems (and/or DHS), and shall be returned to Chestnut Health Systems (and/or DHS) after use by the hired employee, unless otherwise agreed to in writing by Chestnut Health Systems (and/or DHS). All property and equipment purchased outside these two named funding sources will be property of the Drug Free Alton Coalition.

Annual Review of Bylaws:

Drug Free Alton bylaws will be reviewed prior to an annual meeting dedicated to coalition maintenance in January.